FY 2001/2002

The MPO Overall Work Program Guidance Package





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SECTION 1 – Federal Planning Allocations

FHWA Metropolitan Planning (PL) Allocation for FFY 2000/2001

Grand Total	\$29,583,008.00
Tahoe Metropolitan Planning Organization	\$349,301.27
Shasta County Regional Transportation Planning Agency	\$416,624.58
Butte County Association of Governments	\$453,481.89
San Luis Obispo Council of Governments	\$462,392.86
Merced County Association of Governments	\$465,335.04
Tulare County Association of Governments	\$583,938.98
Santa Barbara County Association of Governments	\$616,142.85
Stanislaus Area Association of Governments	\$640,036.72
San Joaquin County Council of Governments	\$744,367.27
Association of Monterey Bay Area Governments	\$807,643.55
Kern Council of Governments	\$809,737.04
Council of Fresno County Governments	\$913,209.67
Sacramento Area Council of Governments	\$1,708,014.77
San Diego Association of Governments	\$2,439,266.45
Metropolitan Transportation Commission	\$5,246,461.27
Southern California Association of Governments	\$12,927,053.00

The formula for PL funds is divided into three components: (1) a base allocation, (2) an air quality component based on the proportion of Congestion Mitigation/Air Quality (CMAQ) funds to total programmatic PL fund sources, and (3) a population component based upon January 2000 Department of Finance estimate, which distributes funds by proportion of total population of each MPO.

FTA Metropolitan Planning Program Section 5303 Funds Allocation for FFY 2001/2002

Southern California Association of Governments	\$4,733,004
Metropolitan Transportation Commission	\$1,947,747
San Diego Association of Governments	\$818,002
Sacramento Area Council of Governments	\$434,512
Association of Monterey Bay Area Governments	\$171,997
Council of Fresno County Governments	\$170,028
Santa Barbara County Association of Governments	\$127,066
San Joaquin County Council of Governments	\$123,610
Kern Council of Governments	\$118,471
Stanislaus Area Association of Governments	\$93,853
Tulare County Association of Governments	\$43,584
Shasta County Regional Transportation Planning Agency	\$41,795
Butte County Association of Governments	\$39,561
Merced County Association of Governments	\$37,137
San Luis Obispo Council of Governments	\$32,201
Grand Total	\$8,913,015

The Section 5303 fund distribution formula provides a \$15,000 per MPO base allocation, with the remainder distributed by the MPOs statewide percentage of urbanized area population as per the most recent census.

SECTION 2 - Planning Funds Descriptions

Federal Highway Administration (FHWA) PL Funds Apportionment

For FY 2001/2002, the California apportionment statewide is approximately \$29.6 million. The MPOs should focus PL funds on the priorities identified in the Planning Emphasis Areas (PEAs).

Federal Transit Administration (FTA) (49 USC, Chapter 53), Metropolitan Planning Program, Section 5303 Funds

For FY 2001/2002, there is approximately \$8.9 million available statewide for MPOs. The MPOs should focus Section 5303 funds on the priorities identified in the attached PEAs.

Federal Transit Administration, State Planning and Research (SP&R) Program / Discretionary Transportation Planning Grants, Section 5313(b) Funds

FTA has advised Caltrans that for FY 2001/2002, there is \$1.65 million available statewide. Guidance and direction for this competitively funded discretionary planning grant will be distributed in the near future.

Federal Highway Administration, State Planning and Research / Partnership Planning Funds

For FY 2001/2002, there is an **estimated** \$1,000,000 available statewide. Guidance and direction for this competitively funded discretionary planning grant will be distributed in the near future.

Project Planning, Programming, and Monitoring (PPM)

These funds are administered by the Office of Local Programs, not the Office of Regional and Interagency Planning (ORIP). Subject to an agreement with the Office of Local Programs, local agencies can have their PPM funds included in their OWP, and are encouraged to show their PPM funds in the work elements. However, PPM funds are not to be included in the OWPA as these funds are not administered by ORIP. For further information on the PPM funds, contact the Office of Local Programs, Fardad Falakfarsa at (916) 653-3571 or Calnet 8-453-3571.

SECTION 3 – Planning Funds Uses

Appropriate Regional Transportation Planning Funds Uses

- 1) Regional planning studies and activities, such as:
 - Participate in Federal and State Clean Air Act transportation related air quality planning activities.
 - Identify and analyze issues relating to integration of transportation and community goals and objectives in land use, housing, economic development, social welfare and environmental preservation.
 - Develop and/or modify tools that allow for better assessment of transportation impacts on community livability.
 - Consider alternative growth scenarios that provide information on compact development and commensurate infrastructure needs and costs.
 - Participate in appropriate local level mandates.
 - Involve the public in appropriate phases of the transportation planning process.
 - Establish and maintain working relationships with Native American tribal governments enabling participation in local and state transportation planning activities.
 - Identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs.
 - Define solutions and implementation issues in terms of the multimodal transportation system, land use and economic impacts, financial constraints, air quality and environmental concerns (including wetlands, endangered species and cultural resources).
 - Assess the operational and physical continuity of transportation system components within and between metropolitan and rural areas, and interconnections to and through regions.
 - Identify the rights of way for construction of future transportation projects; include unused rights of way needed for future transportation corridors and facilities including airports and intermodal transfer stations.
 - Investigate methods to reduce vehicle travel and methods to expand and enhance travel services.

- Incorporate transit and intermodal facilities, bicycle transportation facilities and pedestrian walkways in projects where appropriate.
- Conduct transit needs assessments and prepare transit development plans and transit marketing plans as appropriate; planning studies should emphasize airport ground transportation, and transportation to ports, recreational areas and other major tripgenerating sites.
- Develop life cycle cost analyses in all stages of project development for all proposed transportation projects and services, and for transportation rehabilitation, operational and maintenance activities

2) Regional planning consensus efforts, such as:

- Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and implement policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure.
- Conduct collaborative public participation efforts to further extend transportation planning to communities previously not engaged in discussion.
- Create, strengthen and use partnerships to facilitate and conduct regional planning activities between Caltrans, RTPAs, MPOs, transit districts, cities, counties, the private sector and other stakeholders.
- Develop partnerships with local agencies responsible for land use decisions to facilitate coordination of transportation planning with land use, open space, jobhousing balance, environmental constraints, and growth management.
- Utilize techniques that assist in community-based development of innovative transportation and land use alternatives to improve community livability, long-term economic stability and sustainable development.
 - Work with appropriate agencies and developers to reach agreement on proper mitigation measures, and strategies to finance, implement and monitor these mitigation measures; after mitigation measures are implemented and determined to be effective, report status to project sponsors.
- Use partners to identify and implement policies, strategies, programs and actions that enhance the movement of people, goods, services and information.
- Ensure that projects developed at the regional level are compatible with statewide and interregional transportation needs.

- Review the regional project screening process, ranking process, and programming guidelines ensuring comprehensive cost/benefit analysis of all project types are considered.
- Develop and implement joint work programs with transportation and air quality agencies, including transit operators, to enhance coordination efforts, partnerships, and consultation processes; eliminate or reduce redundancies, inefficient or ineffective resource use and overlapping review and approvals.
- Identify and address issues relating to international border crossings, access to seaports, airports, intermodal transportation facilities, major freight distribution routes, national parks, recreation areas, monuments and historic sites, military installations and military base closures.
- Conduct planning and project activities (including corridor studies, and other transportation planning studies) to identify and develop candidate projects for the Year 2002 State Transportation Improvement Program (STIP).
- Preserve existing transportation facilities implementing ways to meet transportation needs by using existing transportation facilities more efficiently. Owners and operators of transportation facilities/systems work together developing operational objectives and plans maximizing utilization of existing facilities.
- Involve Federal permit and approval agencies early and continuously in the regional transportation planning process to identify and examine issues to develop necessary consensus and agreement; collaborate with Army Corps of Engineers, National Fish and Wildlife Service, Environmental Protection Agency and other federal agencies responsible for permits and National Environmental Protection Agency (NEPA) approvals.
- Document environmental and cultural resources, and develop and improve coordination between agencies using Geographic Information Services (GIS) and Intelligent Transportation Management Systems (ITMS), and other computer-based tools.

- 3) Regional planning documents, consistent with Federal and State requirements and guidelines, such as:
 - Overall Work Programs
 - Overall Work Program Agreements
 - Overall Work Program Amendments
 - Master Fund Transfer Agreements
 - **Regional Transportation Plans**
 - **Transportation Improvement Programs**
 - **Environmental Impact Reports**
 - Corridor studies

SECTION 4 - Region Nine Planning Emphasis Areas For FY 2001 (Draft 12/00)

THE ATTACHED LANGUAGE, AS OF 12/13/00, IS STILL CONSIDERED DRAFT. FINAL PEAS WILL BE PUBLISHED IN THE FEDERAL REGISTER (http://www.access.gpo.gov/su_docs/aces/aces140.html).

The FTA and FHWA identify PEAs annually to promote priority themes for consideration, as appropriate, in metropolitan and statewide transportation planning processes. Identification of PEAs calls attention to a national policy emphasis on the priorities within FTA/FHWA for enhanced inventory of current practice, guidance and training in those areas. The FTA and FHWA are committed to providing opportunities to the planning community to exchange ideas and experience on innovative practice in these topic areas throughout the year. Furthermore, this information will constitute an important component of guidance for implementing the planning and environmental provisions of TEA-21.

To that end, FTA and FHWA intend to periodically develop information that will be made available through publication, on the FTA/FHWA websites, and through other means. opportunities become available, this information also will be promoted for inclusion on the agendas of regional and national conferences held during the year. To support these efforts, FTA and FHWA encourage planning organizations to expand their work activities on these topics through their planning work activities, as set forth in OWPs and State Planning and Research Programs (SP&R). This will be the resource base and means by which innovative and effective practice can be identified and reported back to the planning community.

Five Key Planning Themes

These five planning themes identify the PEAs:

- 1) Mainstreaming safety in the transportation planning and decision-making process;
- 2) Incorporation of environmental streamlining as a policy and planning analysis theme within planning processes;
- 3) Transportation system management and operation;
- 4) Demonstrated compliance with Title VI of the Civil Rights Act and accommodation of the principles of environmental justice; and,
- 5) Coordination of non-emergency transportation services.

Five Planning Emphasis Areas

1) Safety in Transportation

The Transportation Equity Act for the 21st Century (TEA-21) emphasizes the safety of transportation systems as a national priority and calls for transportation plans and strategies that "increase the safety and security of transportation systems." The U.S. Department of Transportation's (USDOT) Strategic Plan identifies safety as a priority and includes a goal to "promote the public health and safety by working toward the elimination of transportation-related deaths, injuries and property damage."

The DOT's short-term objective is to integrate safety considerations into all stages of the transportation planning process, including identification of activities to be considered during the development of OWPs and SP&R programs. States and MPOs are encouraged to consider both long and short-term strategies for inclusion in their plans and Transportation Improvement Programs (TIPs).

FTA and FHWA are working together to advance the state-of-practice in addressing safety in the metropolitan and statewide planning process. In May of 2000, FTA and FHWA, along with the Transportation Research Board (TRB), hosted a meeting of safety professionals and planners to address safety in the metropolitan planning process. From that meeting, a TRB report describing the issues and recommendations identified at the meeting will be produced, and is expected to be available on the TRB website at http://www.nas.edu/trb in the Fall of 2000. Participants in the TRB meeting summarized the following strategies for addressing safety in planning processes:

- Establish a foundation for safety in planning;
- Improve access to safety data and encourage its use;
- Address safety in the consideration of alternative mode choice options;
- Explicitly address safety in federal and state regulatory policy; and
- Market and advocate safety through "champions" to user groups.

These suggested strategies are just a beginning. FTA and FHWA are also working to document good practice and develop guidance in the area of safety planning that will be a tool for both State and MPOs in addressing safety in their planning processes. Through good practice and guidance, States and MPOs can begin to identify methods to integrate safety within the planning process. These methods may include:

- Providing an umbrella for the coordination of transportation safety activities among various levels of government, the private sector and other specialized transportation safety groups;
- Enhancing the knowledge of local officials and the public on traffic safety;
- Developing assessment tools for safety based upon existing problems and how proposed projects will decrease problems in a regional context.

2) Environmental Streamlining

TEA-21 reflects the concerns of Congress and the transportation community that the planning and project development processes are requiring too much time before solutions to serious transportation problems are ready for implementation. TEA-21 mandated the elimination of the Major Investment Study as a stand-alone requirement, and the streamlining of the process for complying with the NEPA and other environmental statutes and regulations. Developing and guiding projects through the planning and review processes faster, without compromising environmental safeguards, is a complex undertaking for which there is no easy solution.

FHWA and FTA have engaged the Federal environmental and permitting agencies in a dialogue on ways to improve the planning and NEPA processes. This dialogue has produced a national Memorandum of Understanding (MOU) on environmental streamlining among the Federal agencies which formalizes their commitment to streamline the environmental review process for federally-funded highway and transit projects, while fulfilling their responsibilities to protect the environment. That MOU calls for early consideration of environmental and community issues during the planning process, in consultation with Federal and State environmental resource agencies. FHWA followed up on the national MOU by convening regional summits on environmental streamlining. These summits have resulted in a number of regional and statewide MOUs that address more specific approaches to the earlier consideration of environmental concerns and to improving the linkage between planning and project development. These documents are generally available in the environmental streamlining "tool kit" that has been posted on the FHWA web site at www.fhwa.dot.gov/environment/strmlng.htm.

FTA and FHWA are establishing Environmental Streamlining as a PEA to encourage greater effort, innovative approaches, and a national dialogue on using the planning process to advance this objective. Examples of the kinds of innovative planning concepts that might serve to streamline the environmental process under the appropriate conditions include the introduction and use of new technologies such as Geographic Information Systems to study regional environmental issues in support of programmatic approvals, or closer coordination of transportation planning with other planning efforts such as land use planning, air quality planning, or watershed management and associated mitigation banking. Additional streamlining concepts are being explored in a number of states such as Florida, Oregon, and California through pilot projects or pilot programs specifically identified by the state DOTs, MPOs, and transit agencies for this purpose. An expert panel established through the National Cooperative Highway Research Program (NCHRP) is monitoring, analyzing, and reporting on the status of the pilot streamlining efforts around the country. The results will be added to the streamlining tool kit on the FHWA web site mentioned above.

As part of this PEA, FHWA and FTA are seeking not only to demonstrate that earlier consideration of environmental issues during planning makes sense, but actually to quantify, to the extent possible, the time savings and environmental benefits that result. To that end, a preliminary baseline assessment of processing times has been completed and a more detailed assessment is underway. As additional data becomes available, it too will be posted on the FHWA streamlining web site.

3) Transportation System Management and Operation

The Transportation Equity Act for the 21st Century (TEA-21) challenges the FHWA and the FTA to move beyond traditional infrastructure-based approaches to improve the movement of people and goods. The TEA-21 emphasizes a greater need to improve the way transportation systems are managed and operated. The challenge, in terms of transportation planning, is not only to make a good investment in infrastructure, but to see that this investment is managed and operated to meet a broad range of customer needs. The FHWA and the FTA are establishing Management and Operations as a Planning Emphasis Area to encourage innovation, promote a national dialogue, and advance the state of the practice.

FTA and FHWA recognize that future transportation planning must look beyond the perception that management and operations strategies merely reduce congestion problems or move vehicles faster. The FHWA and the FTA are convening a working group to develop recommendations to better integrate transportation operations and planning to address a broad array of transportation issues.

The web site, <u>plan2op.fhwa.dot.gov</u>, is available to guide and inform transportation planners on effective ways to consider management and operations investments, programs and actions in planning contexts. It provides a document library that may be searched for recent documents that deal with this subject and also presents a forum for the exchange of experiences.

4) Transportation Equity and Public Involvement

Increasingly, concerns for compliance with provisions of Title VI of the Civil Rights Act have been raised by citizens and advocacy groups with regard to broad patterns of transportation investment and impact considered in metropolitan and statewide planning. While Title VI and environmental justice concerns have most often been raised during project development, it is important to recognize that the law applies equally to the processes and products of metropolitan and statewide planning. Public involvement is a major element of this process.

FTA and FHWA are working jointly in developing guidance to support metropolitan areas and states in their efforts to incorporate considerations of transportation equity in their local planning processes and substantiate Title VI compliance through demonstrated actions. Several releases of resource materials have taken place over the past year, including:

- <u>Title VI/Environmental Justice Planning Technical Assistance Manual</u> with accompanying implementation training;
- Brochure and Fact Sheet to facilitate a better understanding of Title VI/Environmental Justice considerations in transportation activities; and
- An informational website was created: http://www.fhwa.dot.gov/environment/ej2.htm.

Presently, case studies and effective practice materials are being prepared for wide distribution, and a companion training and education package is being designed. These will be completed by the end of calendar year 2000.

States and MPOs are advised to strengthen their planning processes in this area and to document their efforts in two categories of work activity:

- strengthening the focus of public involvement efforts, with special attempts to include the traditionally under-served and under-represented in the planning process;
- assessing the distribution of benefits and adverse environmental impacts at both the plan and project level.

Over the fiscal year, a range of possible procedural and analytical approaches for complying with provisions of Title VI and the Executive Order on Environmental Justice at the planning stage will be developed and disseminated through guidance and regulation. To support that effort, "innovative practice" case study development and training opportunities will be enhanced, based in part on the reported activities and experiences of metropolitan and statewide planning processes in this area.

5) Coordination of Non-Emergency Transportation Services

Experience and research have shown that coordinating program resources for transportation services can lead to increased service availability and more cost-effective transportation services for persons with limited access and special needs. USDOT and the U. S. Department of Health and Human Services (HHS) recognize that there are over 70 Federal programs in which some aspect of transportation services is an allowable use of funds. The Departments are jointly developing a coordination resource, the Transportation Coordination Toolkit, to assist states and communities in their efforts to improve access to transportation services for persons with special mobility needs.

The initial piece in the Transportation Coordination Toolkit is a guide to coordinating transportation planning for DOT and HHS. It addresses the information and actions necessary to coordinate the transportation resources of various programs of DOT and HHS. Additional pieces will include case studies, a compilation of Federal-funding sources, and a program Additional information on these can be found on the website for the resource guide. Coordinating Council on Access and Mobility at www.ccamweb.org.

SECTION 5 – OWP Timeline for FYs 99-00, 00-01, 01-02

1999	9/2000 Overall Work Program	2000/2001 Overall Work Program	2001/2002 Overall Work Program		
	Prior Year	Current Year	Budget Year		
		July 1-June 30 = State Fiscal Year (SFY)			
Jul - 00	July 31, Q4 Progress Report due to District.				
Aug - 00	August 15, Q4 Progress Report due to ORIP				
	August 31, MPOs Certification of Final Expenditure by Fund Source due to District.				
Sep - 00	September 15, MPO Certification of Final Expenditure by Fund Source due to ORIP.				
	Octo	ber 1- September 30 = Federal Fiscal Year (FFY			
Oct - 00		 October 1, FFY begins. October 31, Q1 Progress Report due to District. ORIP allocates PL fund apportionments for 2000/2001 after passage of the federal budget. ORIP notifies Districts of actual funding allocations. Districts notify MPOs. 			
Nov - 00		November 15, Q1 Progress Report due to ORIP.	November-December, ORIP circulates to Districts the 2001/2002 OWP Guidelines and tentative list of IPG meetings upon receipt of Federal PEAs, Certifications and Assurances. ORIP notifies Districts of actual FTA Section 5303 apportionment's for MPOs.		
Dec - 00			MPOs draft OWPs for 2001/2002 OWP.		
Jan - 01	January 1, Annual Fiscal and Compliance Audit Report due to District	 January 31, Q2 (Mid-Year) Progress Report due to District. January-February, District mid year OWP status meeting with MPOs. 	Draft OWP is due 30 days before its scheduled IPG meeting, but no later than May 1.		
Feb - 01	February 15, Districts send Annual Fiscal and Compliance Audit Reports to Audits, ORIP, Accounting and FHWA.	February 15, Q2 (Mid-Year) Progress Report due to ORIP.	 Beginning February, and proceeding through May, the IPG meetings are held to discuss 2001/2002 draft OWP prepared by MPOs. Beginning February, and proceeding through May, Indirect Cost Negotiation Agreements and Cost Allocation Plans are due to Districts, which forward to Audits. 		
Mar - 01					
Apr - 01		 April 1, is the final deadline for all approved 2000/2001 OWP amendments due to ORIP. April 30, Q3 Progress Report due to District. 	April-May, District year end OWP status meetings with MPOs.		
May - 01		May 15, Q3 Progress Report due to ORIP.	May 1, MPOs submit copies of the final OWPs to all IPG agencies.		
Jun - 01			June 1-June 30, MPOs submit copies of the final OWPs to all IPG agencies.		
		July 1-June 30 = State Fiscal Year (SFY)			
Jul - 01		July 31, Q4 Progress Report due to District.	July 1, Final approved and adopted OWP and fully executed OWPA due to ORIP.		
Aug - 01		 August 15, Q4 Progress Report due to ORIP. August 31, MPOs Certification of Final Expenditure by Fund Source due to District. 			
Sep - 01		September 15, MPO Certification of Final Expenditure by Fund Source due to ORIP.			

Section 6 - Checklist for OWP Review

The Content of the OWP Should:

The purpose of the following checklist is to assist Caltrans District staff in their review of the OWPs. MPO staff may also wish to use this list to ensure their OWP is complete. The list is not inclusive and the District may add or delete items as appropriate.

The Content of the OWI Should.
Respond appropriately to funding priorities, including the PEAs, and the seven TEA 21 Planning Factors.
Comply with State and Federal planning/administration program requirements and policies.
Contain the MPOs annual certification to FHWA/FTA. The MPO planning process should address the major issues facing the region and should be conducted in accordance with all applicable laws.
Respond adequately and appropriately to District concerns, regional transportation issues, regional transportation planning activities and transportation problems/needs facing the region.
Respond to appropriate TEA 21 and SB 45 requirements, focus areas and partnerships (MPOs should be prepared to address the absence of meeting a requirement).
Reflect the progress made by the MPO in carrying out the previous year's work program and its performance capabilities. All anticipated continuing activities should be clearly identified.
Contain a work element in the Draft OWP for each discretionary project application for i.e., FHWA Partnership Planning and/or FTA Section 5313(b) funds. Include only approved discretionary-funded projects in the Final OWP.
Include an information element. See section 7 for a sample information element.
Reflect that all project-specific work involving transportation engineering and Transportation Development Act (TDA) required activities in the OWP are funded from sources other than funds administered by ORIP.

The F	inancial Information in the OWP Should:
	Reflect the accurate fund source and fund amount for each work element. The budget page should also reflect the correct work element fund source and fund amount.
	Reflect the required and accurate matching ratios for each fund source.
	Show consistency between the fund amounts in the individual work elements and the fund amounts in the overall budget.
	Show any carryover from prior years by fund source, fund type, fund amount and fund fiscal year within work elements and the Budget Revenue Summary.
The V	Vork Elements in the OWP Should:
	Illustrate an organized and logical flow of work element tasks and activities from project inception to project completion.
	Contain a reasonable task statement; estimated project schedule with actual date; detailed fund source and fund amounts; description of any related work accomplished in previous OWPs; and final products/activities for each work element

Headquarters OWP Review

District staff are responsible for obtaining Headquarters Modal Program review of Draft OWPs and should distribute OWP comments to all reviewing agencies as well as to IPG members. A copy of each Draft OWP and a cover letter requesting review (indicating District Coordinator to whom comments are returned and stating a reasonable due date) should be sent to:

• Aeronautics Program

Attn: Leslie Snow, Office of Aviation Planning

• Mass Transportation Program

Attn: Gale McIntyre, State Transit Programs

• Rail Program

Attn: Warren Weber, Rail Program

- Transportation Planning Program
 - Attn: Sharon Scherzinger, Office of Regional and Interagency Planning
 - Attn: Nathan Smith, Office of State Planning
 - Attn: Patricia Weston, Office of Advanced & System Planning
 - Attn: Cindy McKim, Office of Core Program Management and Support
 - Attn: Kome Ajise, Office of Community Planning
 - Attn: Helen Rainwater, Office of Project/Plan Coordination

Attn: Richard Nordahl, Office of Goods Movement

New Technology Program

Attn: Joan Borucki

- Local Projects Program
 - Attn: North Denix Anbiah

Attn: South – Fardad Falakfarsa

SECTION 7 – OWP Information Element

District staff is required to prepare a list of Caltrans transportation planning activities in the region and provide it to the MPOs for inclusion as an informational element in the MPOs OWP.

Other Planning Activities Within the Region – Information Element

In accordance with the requirements of 23 CFR 450.314, the following is a list of planning activities for which Caltrans is responsible within the MPO metropolitan planning area.

Activity	I	MPO Work	Funding	Product(s)	Work	Due Date	FSTIP	SIP	Comments
Description	on	Element	Type		Performed		Programming	Related	
		Number (if			by		Required	Activity	
		applicable)					(Y/N)	(Y/N)	

SECTION 8 – Federal Certifications and Assurances

FHWA/FTA require written certifications and assurances that certain federal requirements have been met or will be met by the state and local recipients of federal planning funds. FTA Certifications are on pages 19-20, and the FHWA Certifications are on page 21.

Caltrans District Regional Planning Staff Responsibilities

- Work with the MPOs to monitor their planning process and ensure that the required certification and assurances are met.
- Document evidence of certification and assurances requirements, provide feedback to the MPOs and discuss certification issues with the MPOs as they arise.
- Ensure that the MPOs correctly include the planning certification in their resolution and in the adopted and approved final OWP.
- Prepare a letter to each MPO approving the OWP and affirming the certification finding, which indicates the District's:
 - ✓ final review and approval of the OWP; and
 - ✓ concurrence with the resolution adopting the MPO's OWP,
 - ✓ verification of the validity of the MPO's Certifications and Assurances as required by the FTA.

To download this document from the web-site, go to: http://www.fta.dot.gov/library/legal/ca.htm.

Federal Fiscal Year 2001 Certifications and Assurances for FTA Assistance (Alternative to Electronic Filing) Name of Applicant: The Applicant agrees to comply with applicable requirements of Categories 1 - 15. (The Applicant may make this selection in lieu of individual selections below.) The Applicant agrees to comply with the applicable requirements of the following Categories it has selected: 1. Certifications and Assurances Required of Each Applicant. 2. Lobbying Certification 3. Certification Pertaining to Effects on Private Mass Transportation Companies 4. Public Hearing Certification for a Project with Substantial Impacts 5. Certification for the Purchase of Rolling Stock 6. Bus Testing Certification. 7. Charter Service Agreement. 8. School Transportation Agreement. 9. Certification for Demand Responsive Service 10. Substance Abuse Certifications 11. Certification Required for Interest and Other Financing Costs 12. Certifications and Assurances for the Urbanized Area Formula Program, the Job Access and Reverse Commute Program, and the Clean Fuels Formula Program 13. Certifications and Assurances for the Elderly and Persons with Disabilities Program 14. Certifications and Assurances for the Nonurbanized Area Formula Program 15. Certifications and Assurances for the State Infrastructure Bank (SIB) Program (Pages 19 & 20 must be appropriately completed and signed where indicated.)

Federal Fiscal Year 2001 FTA Certifications and Assurances (Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project) Name of Applicant: Name and Relationship of Authorized Representative: BY SIGNING BELOW I, _____ (name), on behalf of the Applicant, declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and administrative guidance required for each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2001. FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2001. The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., as implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with the Urbanized Area Formula Program, 49 U.S.C. 5307, and may apply to any other certification, assurance, or submission made in connection with any other program administered by FTA. In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct. Signature Date: __ Name Authorized Representative of Applicant AFFIRMATION OF APPLICANT'S ATTORNEY (Name of Applicant) As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority

under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature	Date:
Name	

Applicant's Attorney

Each Applicant for FTA financial assistance (except 49 U.S.C. 5312(b) assistance) and each FTA Grantee with an active capital or formula project must provide an Attorney's affirmation of the Applicant's legal capacity. The Applicant may enter its PIN in lieu of the electronic signature of its Attorney, provided the Applicant has on file this Affirmation of its Attorney in writing dated this Federal fiscal year.

Metropolitan Transportation Planning Process Certif	ication			
(To be submitted annually with each Overall Work Program)				
In accordance with 23 CFR 450.334 and 450.220, and the Transportation Equity Act for the 21st Century, Caltrans and the Metropolitan Plannin Organization for the urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan plannin area and is being conducted in accordance with all applicable requirements of:				
I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 through 5306	and 5323(1);			
II. Sections 174 and 176 (c) and (d) of the Clean Air Ac and (d)) (Note only for Metropolitan Planning Orga maintenance areas within the metropolitan planning a	nizations with non-attainment and/or			
III. Title VI of the Civil Rights Act of 1964 and the Title Under 23 U.S.C. 324 and 29 U.S.C. 794;	VI Assurance executed by California			
IV. Section 1101(b) of the Transportation Equity Act for Stat.107) regarding the involvement of disadvantaged bu FTA funded projects (FR Vol. 64 No. 21, 49 CFR part 26	siness enterprises in the FHWA and the			
V. The provision of the Americans With Disabilities A 327, as amended) and the U.S. DOT implementing regul				
MPO Authorizing Signature	Caltrans District Director Signature			
Title	Title			
Date	Date			
SS# 24109				
To download this document, go to http://www.access.gpc	o.gov/su_docs/aces/aces140.html.			

State Clearinghouse

ORIP submits one Std. Form 424, "Application for Federal Assistance," on behalf of all MPOs and RTPAs directly to the Office of Planning and Research, State Clearinghouse for Federal assistance. MPOs and RTPAs are no longer responsible for this process.

The State Clearinghouse processes Std. Form 424 and coordinates comments received. If appropriate, the State Clearinghouse contacts ORIP for any additional information. Once complete, the State Clearinghouse provides ORIP with the appropriate Compliance Letters to be distributed to MPOs and Areawide Clearinghouses. The MPOs and Area-wide Clearinghouses file and distribute the Compliance Letters as appropriate.

2001-2002 Intermodal Planning Group Schedule

The attached draft schedule for the 2001 IPG meetings and the Planning Certification Review meetings is provided by IPG Chairman Robert O'Loughlin.

Any requests for date changes should be brought to his attention immediately, and ORIP.

1st Draft (as of 8/15/00)

Location	<u>Day</u>	<u>Date</u>	Time
<u>February</u> Santa Barbara San Luis Obispo	Tuesday Wednesday	27 28	9:30 am 9:30 am
March Merced Modesto Stockton	Tuesday Wednesday <i>WedFri</i>	6 7 7	1:00 pm 9:30 am 1:00 pm
Redding Butte Tahoe	Tuesday Tuesday Thursday	20 20 22	9:00 am 2:00 pm 10:30 am
San Francisco/Oakland Monterey	Thursday Friday	29 30	10:00 am 10:00 am
April Bakersfield Tulare Fresno	Monday Wednesday <i>Wed-Fri</i>	2 3 3-4	1:00 pm 9:00 am 1:00 pm
San Diego	Thursday	19	10:00 am
Sacramento	Tuesday	24	10:00 am
May Los Angeles	Wed-Thurs.	2-3	10:00 am

<u>NOTE:</u> *Bold Italics* indicates MPOs scheduled for a triennial planning certification review in conjunction with the IPG meeting.

Funding Instructions

Overall Work Program (OWP)

An Overall Work Program (OWP) is a transportation-planning document, which is produced by a Metropolitan Planning Agency (MPO) or Regional Transportation Planning Agency (RTPA) annually. The OWP documents specific planning activities and funding sources for the activities that will take place within the MPO/RTPA region in the fiscal year. The OWP has three main elements: the introductory or prospectus section, the detailed project narratives (work elements) section and the Budget Revenue Summary table. The OWP must be adopted by the MPO/RTPA Board and approved by Caltrans prior to initiating any work identified in the OWP. MPOs OWPs also require FHWA/FTA approval.

1) Overall Work Program Agreement (OWPA)

The complete OWP contract is comprised of the Master Fund Transfer Agreement (MFTA), the local agency's final OWP and the signed and executed OWPA. The OWPA is the final part of the OWP contract between the local agency, MPO/RTPA, and Caltrans. The OWPA indicates that the District has approved the annual OWP, effective on the date shown, and that the funds shown on the OWPA are accurate and available to the MPO or RTPA for the approved work.

The approved OWPA is the document that Transportation Planning Program (TPP) Office of Regional and Interagency Planning (ORIP) uses to encumber planning funds for MPOs and RTPAs.

Funding information such as fund source, fund type, and fund fiscal year shown in the work element of the OWP and the Budget Revenue Summary must be consistent and approved by the District and ORIP before ORIP can encumber funds for local agencies.

The OWPAs submitted to ORIP by local agencies must be complete and accurate. Because this is part of the OWP contract, ORIP can not accept OWPAs with whiteouts or corrective tape. The OWP and OWPA cannot include funds that have not been awarded.

2) Metropolitan Planning Organizations (MPOs)

In July, when the OWP is approved and adopted, we know the actual numbers for FTA Section 5303, but until passage of the federal budget in October, we only have estimates for FHWA PL. The OWP and the OWPA reflect the Section 5303 actual amount and the FHWA PL estimate.

After passage of the federal budget in October, the OWP and OWPA need to be amended to reflect the actual FHWA PL amount if it is different from the estimate.

The OWP and OWPA also need to be amended to add FTA Section 5313(b) or FHWA State Planning and Research-Partnership Planning discretionary grant awards, if any.

If the MPO has unexpended carryover of prior years' PL or Section 5303 funds, the carryover balance amounts must be agreed to by the MPO, the District and the ORIP Fund Administrator, before they are reflected in the OWP and OWPA.

Carryover of federal funds by an MPO from one state fiscal year to another is allowed if the following are met:

- The MPO has submitted a Certification of Expenditure of Fund Source within 60 days after the end of every state fiscal year. This Certification must be executed by an individual to whom the Board has specifically designated signature authority (usually the Executive Director or Financial Officer.)
- The District, MPO and the ORIP Fund Administrator have reconciled the unexpended and/or unencumbered FHWA PL and/or FTA Section 5303 balances at the end of each fiscal year.

Any FHWA PL and/or FTA Section 5303 funds from a prior fiscal year must be clearly and separately identified in the OWP, both in individual work element budgets and the Budget Revenue Summary. In the Budget Revenue Summary, the fund type must be listed in a separate column from the current year's funds and their year of allocation must be clearly identified.

3) Regional Transportation Planning Agencies (RTPAs)

The approved and adopted OWP is based on Rural Planning Assistance (RPA) fund estimates. Generally, the actual amount is the same as the estimate, but if the State Budget amount is different, the OWP and OWPA will need to be amended after the passage of the State Budget. The OWP and OWPA also need to be amended to add FTA Section 5313(b) or FHWA State Planning and Research-Partnership Planning discretionary grant awards, if any.

Processing the OWPA FY 2001/2002

Before the beginning of the fiscal year, ORIP provides the annual OWPA form electronically to the Districts for completion and signatures. There are two separate OWPA formats: the MPO format and the RTPA format. (See Attachments I and II). The Districts must approve the OWP and OWPA and the State Budget must be passed before work can be started by local agencies.

Districts should ensure that that the OWPA is complete and accurate and that the funds shown are (including local match amounts) available before submitting the OWPA to ORIP for encumbrance purposes.

1) Districts will provide ORIP a complete "OWPA Package" which should consist of the following:

- A transmittal memo.
- Four completed and signed original OWPAs.
- The final approved OWP.
- Budget Revenue Summary spreadsheet in electronic form (provided in Excel).
- For MPOs only, a copy of the Federal OWP approval letters.

ORIP is in the process of developing a database that will facilitate the monitoring of OWP progress and expenditures.

To enable ORIP to load the necessary data into the statewide database, we are requesting that all local agencies submit Budget Revenue Summary formatted in Excel. We have included a sample copy of an Excel Budget Revenue Summary (see attachment III and IV). Please contact Eia Lehman, ORIP Funds Administrator, at ATSS 8-453-1305 for an electronic copy, if you have any questions, or if Excel is not available.

2) Budget Revenue Summary

The Budget Revenue Summary (title may differ by agency) includes all work elements in the OWP and lists fund source, fund type, and fund amount. After amounts are agreed to by the MPO, the District and the ORIP Fund Administrator, MPOs should show PL or 5303 carryover funds by funding fiscal year, fund source and fund type. The Budget Revenue Summary must be included in all OWPs.

3) The Budget Revenue Summary requests the following information:

Heading T

Type of Information Needed

Work Element # Identifying number of work element.

Work Element Title Work element title.

FHWA PL \$ Dollar amount of metropolitan planning funds budgeted for

this work element (MPO only).

CARRYOVER PL \$ Dollar amount of metropolitan planning funds from prior

fiscal year budgeted for this work element (MPO only).

FTA 5303 Dollar amount of 5303 funds budgeted for this work

element (MPO only).

CARRYOVER 5303 Dollar amount of metropolitan planning funds from prior

fiscal year budgeted for this work element (MPO only).

RPA Dollar amount of rural planning assistance funds budgeted

for this work element (RTPA only).

FTA 5313(b) Dollar amount of 5313(b) funds budgeted for this work

element (MPO or RTPA only after award).

FHWA SPR (PP) Dollar amount of SPR-Partnership Planning funds budgeted

for this work element. (MPO or RTPA only after award).

Total All Funds Budgeted Total dollar amount of funds budgeted for a work element

Local Match Applicable to federal funds only

OWP/OWPA Amendments

An OWP/OWPA amendment is necessary when funds are added to the OWP. For example:

- The award of discretionary (FHWA-SP&R Partnership Planning or FTA Section 5313 (b)) funds.
- After Federal budget establishes actual FHWA-PL amounts for the fiscal year.
- RPA funds increase.
- Funds are reprogrammed, deleted or redirected by changing the OWP work, tasks, or products. However, if funding totals do not change, only the OWP needs to be amended.
- 1) A complete OWP/OWPA amendment package should include:

- A transmittal memo from District.
- Four completed and signed amended OWPAs.
- Revised pages of OWP amendments including a Budget Revenue Summary document.
- A copy of the Board Resolution or Minute Order approving the changes to the OWP.
- Award letter if FTA -Section 5313(b) and FHWA SP&R Partnership Planning funds are being amended in.

Invoicing - Requests for Reimbursement

ORIP administers RPA, FHWA-PL, FTA Section 5303, FTA Section 5313(b) and FHWA State Planning and Research-Partnership Planning funds. These transportation planning funds are provided on a reimbursement basis only. For a reimbursement to take place, certain requirements must be met. A signed state budget must be in place and an MPO/RTPA must have an approved and adopted OWP and an OWPA that has been fully executed with Caltrans. Requests for reimbursement by MPOs/RTPAs should generally not be made more often than monthly and generally no less frequent than quarterly. If reimbursements are less frequent than quarterly, District staff should work closely with MPO/RTPA to ensure that OWP activities are moving forward and that reimbursement requests will be submitted in a timely manner.

ORIP has developed Request for Reimbursement forms. There are separate versions of this form for MPOs and RTPAs. Currently, the Request for Reimbursement forms are available in hard copy only.

1) Districts Responsibility – Requests for Reimbursement

Districts should carefully review all Requests for Reimbursement to ensure that invoices are complete and accurate. Staff should check that invoices show products delivered, that work done is eligible for funds and is in accordance with work elements in the OWP. The District's Senior Transportation Planner's signature on the reimbursement request indicates concurrence, that a careful review was done and approval of the request.

2) MPOs

When the District approves the MPO's reimbursement request, the District faxes a copy of the MPO's request signed by the MPO to the ORIP Fund Administrator. The ORIP Fund Administrator codes the request and prepares a coversheet letter advising Accounting staff that the request is appropriate for processing and faxes this to the District. Upon receipt of the coded invoice, the District Senior Transportation Planner responsible for Regional Planning signs the invoice and faxes it along with the cover letter from ORIP to Accounting for processing (ORIP Fund Administrator codes the invoice to make sure that the oldest money is used first and to ensure that all charges to the CPG fund are correct).

Accounting has instructed its staff not to process a Request for Reimbursement unless it has an ORIP Fund Administrator's confirmation cover letter.

3) MPO Request for Reimbursement Completion Instructions

The MPO is responsible for completing the top half of the Request for Reimbursement form before it is submitted to the District for approval.

<u>Please refer to Attachment V. We have inserted reference numbers for the information that needs to be provided.</u>

Reference #	Type of Information Needed
1	Total dollar amount of reimbursement requested.
2 and 3	Beginning and ending date of the quarter during which costs were incurred (example: if costs were incurred in the first quarter, reference #2 would be July 1, 2001 and reference #3 would be September 30, 2001).
4	The total dollar amount (includes PL, 5303, 5313(b), SPR-Partnership Planning only funds only) of the authorized OWPA.
5	Total dollar amount of reimbursements to date.
6	Total dollars amount of reimbursement currently requested.
7	Balance of remaining funds (reference #4 minus reference #5 and minus #6 = balance of remaining funds).
8,10,12,14	The total dollar amount of the reimbursement being requested broken down by fund type: PL, 5303, 5313(b), and SPR-Partnership Planning only.
9,11,13,15	Dollar amount of the required local match broken down by type (local funds or in-kind service); the percentage of the local match for a particular fund type is listed in parenthesis.
16,17	Person designated by local agency to sign reimbursement requests.
18	The date the reimbursement request is signed.

4) RTPA Request for Reimbursement for RPA

RTPA Request for Reimbursement form used for Rural Planning Assistance (RPA) funds is Attachment VI. ORIP will provide new coding information (EA, encumbrance document number, etc.) form, each year after the approval of the State Budget, which includes funding for the RPA funds.

5) RTPA Request for Reimbursement for FHWA SP& R Partnership Planning and/or FTA Section 5313(b) Funds

ORIP will provide the Districts with copies of the RTPA Request for FHWA SP&R-Partnership Planning and/or FTA Section 5313(b) discretionary grant funds when they are awarded. All Regional Transportation Planning Agencies must use this form when submitting reimbursement requests for these funds.

Inaccurate Reimbursement Requests

If a Request for Reimbursement is found to be inaccurate, the District must work with the MPO/RTPA to correct the error before submitting the Request to Accounting for payment.

1) Invoice Dispute Notification form (STD.209)

This form protects the District from the 45 calendar day requirement to process invoices, when there is a dispute over payment. Timely filing of an Invoice Dispute Notification form will "stop the clock" on processing invoices when there is a disputed invoice. Written notification must occur within fifteen (15) working days of the receipt of the invoice. Failure to notify the contractor, in writing, of the invoice dispute will cause the invoice to be handled as an undisputed invoice and thus cause the State to pay interest on any charges not automatically paid within the required 45 calendar day period.

We have provided Districts copies of these forms. To order additional copies of the STD 209 form, fax a completed copy of STD 116, Supply Order Form to (916) 324-9908.

2) Instructions

<u>Please refer to Attachment VII. We have inserted reference numbers for the information that needs to be provided.</u>

Reference #	Type of Information Needed
1	Contact the local agency by phone and let them know that there is a problem with the invoice and that you will be returning it to them. Record the name of the person you spoke to.
2	Date of the phone conversation.
3	Name of the person in District that contacted the local agency by phone.
4	Phone number of the person that contacted the local agency.
5	Self-explanatoryrefer to form.
6	These are instructions on how to distribute the form after completing it. Send the disputed "Request for Reimbursement" form and the white and goldenrod copies of the Invoice Dispute Notification form to the local agency.
7	This section is for the District to complete after they have received the corrected Request for Reimbursement form from the local agency.

Quarterly Progress and Expenditures Reports

The purpose of the Quarterly Progress and Expenditures Reports is to monitor the progress of MPOs/RTPAs in completing activities identified in the OWP and assist agencies to effectively manage funds and produce products in a timely manner. Quarterly Progress and Expenditures Reports are to be submitted by the local agencies to the Districts within thirty (30) calendar days after the end of each quarter.

In response to requests to simplify this process, ORIP has condensed the report into a Quarterly Progress and Expenditures Report spreadsheet (please see attachments VIII and IX). This spreadsheet identifies all the information that Caltrans must track throughout the year.

RTPAs/MPOs, may adopt their own formats, however, each heading in this sample must be included in the final spreadsheet and should be provided to ORIP in Excel format. information will be incorporated into the ORIP statewide database. If the spreadsheet cannot be completed in the standardized Excel format please call Eia Lehman the ORIP Fund Administrator at Calnet 8- 453-1305 to discuss other options.

1) Quarterly Progress and Expenditures Report Should:

- Be organized by work element and number.
- Contain tasks, the major activities under each work element that have taken place in the last quarter.
- Contain a reference to any products completed and/or the status of any expected products under each work element.
- Contain an explanation in the comment section when a work element is behind schedule and an estimate of when the work element is expected to be back on schedule.
- Contain an estimate of total funds expended for each work element. Districts should note the need to prepare an OWP amendment to make budget modifications in the comment section.
- Be submitted on time and should be developed and provided to the District office within 30 calendar days after the end of the quarter.
- Be transmitted by the District to the District's Liaison in ORIP.
- Include 2 hard copies of the completed Quarterly Progress Report spreadsheets.

An electronic copy of the Quarterly Progress and Expenditures Report should be e-mailed to the ORIP Fund Administrator, Eia Lehman at eia.lehman@dot.ca.gov.

2) District Responsibility for Quarterly Progress and Expenditures Reports:

- Review the Quarterly Reports to ensure adequate information is provided:
 - ✓ An identification of work completed in that quarter.
 - ✓ An estimate of percent of work completed.
 - ✓ An estimate of total funds expended.
 - ✓ An identification of problem areas.
- Obtain any additional clarification or information if there are any questions regarding the accuracy of the data.
- Obtain originals or copies of any completed OWP products funded by FHWA, FTA or state funds administered by ORIP. District is responsible for reviewing and obtaining final copies of completed products.
- One copy of products completed should also be provided to the District's Liaison in the ORIP. (Note: Instructions for the transmittal of final products completed with FTA Section 5313(b) or FHWA SP&R Partnership Planning will be contained in the ORIP award letters).
- Transmit with a memo to the District's Liaison in ORIP. Any products completed in the quarter should be included in this transmittal package.

Quarterly Progress Report Due Dates

State Fiscal Year Quarters	Due to District	Due to TPP
1 st QTR: July 1-September 30	October 31	November 15
2 nd QTR: October 1-December 31	January 31	February 15
3 rd QTR: January 1-March 31	April 30	May 15
4 th QTR: April 1-June 30	July 31	August 15

Year- End Documents

The following documents must be submitted as a package to ORIP within 60 days after June 30 each fiscal year:

1) Final Request for Reimbursement for the state fiscal year - All MPOs and RTPAs

The MPO's/RTPA's last Request for Reimbursement for the state fiscal year needs to be clearly marked "Final" to advise Accounting and the ORIP Fund Administrator the MPO/RTPA will not submit additional Requests against the just-ended state fiscal year.

2) Certification of Expenditure by Fund Source - All MPOs and only RTPAs that have received federal discretionary grants

All MPOs and each RTPA that has received a federal discretionary grant (State Planning and Research – Partnership Planning and/or FTA Section 5313(b)), must submit a completed Certification of Expenditure by Fund Source (See attachment X). This form identifies the total amount of federal funds expended by fund type in a given fiscal year (7/1 - 6/30) and must be signed by an entity who has specific signature authority from the Board (usually the Executive Director of Finance Officer of the MPO or RTPA).

ORIP and Accounting use the Certification of Expenditure by Fund Source to close the MPO's (and, if applicable, the RTPA's) account for the Fiscal year. This document is critical to enable Caltrans to accurately track funds.

3) Final Statement of Expenditures - All MPOs and only RTPAs that have received federal discretionary grants

The Final Statement of Expenditures summarizes the total amount of federal funds expended for a work element by fund type (i.e. PL, 5303, 5313, and SPR-Partnership Planning). It must match the reported expenditures contained in the Certification of Expenditure by Fund Source.

For copies of the following attachments, please contact Eia Lehman at (916) 653-1305 or Calnet 8-453-1305.

Attachment 1 - Overall Work Program Agreement for MPOs

Attachment 2 – Overall Work Program Agreement for RTPAs

Attachment 3 – Overall Work Program and Budget Revenue Summary spreadsheet for MPOs

Attachment 4 – Overall Work Program and Budget Revenue Summary spreadsheet for RTPAs

Attachment 5 – Request for Reimbursement form for MPOs

Attachment 6 – Request for Reimbursement form for RTPAs

Attachment 7 – Invoice Dispute Notification form (Std. 209)

Attachment 8 – Quarterly Progress and Expenditures Report for MPOs

Attachment 9 – Quarterly Progress and Expenditures Report for RTPAs

Attachment 10 – Certification of Expenditure by Fund Source form for MPO/RTPAs